

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

"Honoring California's Veterans"



CLASSIFICATION: Associate Personnel Analyst (\$4,400 – \$5,348)
Will consider: Staff Services Analyst (\$2,817 – \$4,446)
Permanent, Full-time

LOCATION: Department of Veterans Affairs -Human Resources Division
1227 O Street, Room 404, Sacramento, CA 95814

The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".

WHO SHOULD APPLY: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA PROVISIONS APPLY. Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, **you** may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at www.cdva.ca.gov. You may also view other examinations offered by the State Personnel Board at www.spb.ca.gov.

INFORMATION FOR STAFF SERVICES ANALYST (SSA) APPLICANTS:

Open SSA List Applicants: You must provide evidence of meeting the educational requirements, as stated in the minimum qualifications.

SSA Transfer Exam Applicants: You must provide proof of successfully completing the SSA Transfer exam.

DUTIES AND RESPONSIBILITIES: (*Duties will be commensurate with the final candidate selection*) Under the general direction from the Staff Services Manager II and/or the Staff Services Manager I, the position independently provides analysis and program direction to supervisors, managers and rank and file staff regarding worker's compensation and return to work. Develop, implement and maintain the Agency's worker's compensation and return to work policies and procedures, track the Agency's worker's compensation costs (for headquarters, field offices and the homes); serve as lead analyst in pursuing cost containment and settlement on outstanding claims. Exercise a high level of confidentiality and discretion as well as initiative, independence and accountability in performing assigned tasks. Demonstrate a strong commitment to customer service.

- As the Agency's statewide program coordinator, provide program oversight, develop, implement and maintain policies and procedures for the Agency's worker's compensation and return to work program. Provide training to managers, supervisors and employees on worker's compensation and return to work. Track and monitor new and existing claims, pursue cost containment remedies, settlements and closure of claims. Provide periodic statistical and status reports to management. Assist and coordinate efforts to develop and implement injury and illness prevention programs at the homes and headquarters. Conduct employee workstation ergonomic evaluations.
- Responsible for maintaining and providing consultation to appropriate staff on the Fair Political Practices Commission (FPPC) requirements. This includes sending out the annual statements for completion by designated staff, sending appropriate statements to FPPC; attend FPPC training and meetings as required, and ensure all incoming and outgoing statements are maintained on a current basis for FPPC audit. Update and maintain employee Incompatible Activities statements.
- Research, analyze and prepare various classification proposals/revisions, reports. Serve as a liaison between department management and the various control agencies (i.e., Department of Personnel Administration.)
- Perform classification paper and desk audits; participate as a team member in providing training on various human resources topics; attend meetings relative to worker's compensation, return to work; and injury and illness prevention.

HOW TO APPLY: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Office
1227 "O" Street, Room 404
Sacramento, CA 95814

Inquiries:
Voice: (916) 653-2535
TDD: (916) 653-1966

Attn: Juanita Rios, Reference M-80 #055 - 08/09

NOTE: In line #12 of the State Application, please reference M-80#055-08/09. You must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

FINAL FILE DATE: **Until Filled** AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL

ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO: 831-441-5393/5157-806 RELEASED: 10.14.08